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## Contents: Credit Cards, Procurement

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

Section	Overview of Content (see section for full process)
<a href="#">Introduction</a>	
<a href="#">1. Issuing Credit Cards</a>	<ul style="list-style-type: none"> <li>• Complete and submit application for approval to Level I or II Manager.</li> <li>• Submit approved application to PPM Manager for final approval.</li> <li>• If approved, complete training.</li> <li>• After training, complete Cardholder Authorization Agreement.</li> <li>• Issue card.</li> </ul>
<a href="#">2. Using Credit Cards</a>	<ul style="list-style-type: none"> <li>• Check Restricted Items List.</li> <li>• See if goods have a required or preferred source of supply.</li> <li>• Ensure goods meet EPA and prime contract requirements for purchasing goods with recycled content.</li> <li>• Contact merchant, order, and advise merchant not to process transaction until goods are shipped.</li> </ul>
<a href="#">3. Documenting and Reconciling Credit Card Statements</a>	<ul style="list-style-type: none"> <li>• Obtain documentation to support each transaction.</li> <li>• Acknowledge receipt of the item.</li> <li>• Reconcile monthly statement of transactions within 15 days of receiving the statement.</li> <li>• Submit reconciled monthly statement and all supporting documentation within 15 days of receipt.</li> <li>• Review and approve statements.</li> <li>• Maintain monthly statements and supporting documentation.</li> </ul>
<a href="#">4. Resolving Credit Card Disputes</a>	<ul style="list-style-type: none"> <li>• Notify merchant of issue.</li> <li>• Obtain a replacement or a credit</li> </ul>

### [5. Reviewing Credit Card Transactions](#)

### [6. Suspending or Terminating Credit Cards](#)

### [7. Lost or Stolen Credit Cards](#)

- Obtain a replacement of a credit.
- If issue cannot be satisfactorily resolved, notify Credit Card Program Administrator.
- Complete Dispute Form.
- Conduct monthly oversight review of transactions.
- Prepare and submit monthly oversight review report.
- Decide whether to withdraw delegation of authority if misuse or abuse is detected.
- Evaluate continuing need for outstanding cards.
- Cancel cards recommended for cancellation.
- Decide whether to suspend credit cards when misuse or abuse is detected.
- Submit written request and justification to reinstate suspended card.
- Complete training and new Cardholder Authorization Agreement to reactivate card.
- Immediately notify Approving Official and Credit Card Program Administrator of termination or transfer.
- Cancel card.
- Ensure card is destroyed.
- Immediately notify Credit Card Program Administrator if card is lost or stolen, or if card number is co-opted by a third party.
- Immediately notify bank and have card canceled.
- If card or card number was stolen, notify Safeguards and Security Division.

### [Definitions](#)

#### **Exhibits**

[Credit Card Oversight Program](#)  
[Restricted Items List](#)

#### **Forms**

[Approving Official Agreement](#)  
[BNL Credit Card Application](#)  
[Cardholder Authorization Agreement](#)

## **Training Requirements and Reporting Obligations**

This subject area contains training requirements. See the [Training and Qualifications](#) Web Site.

This subject area does not contain reporting obligations.

## References

[Electronic Shopping Mall](#) Web Site

[Integrated Contractor Purchasing Team \(ICPT\)](#) Web Site

[PaymentNet](#) Web Site

[Pollution Prevention and Waste Minimization](#) Subject Area

[Records Management](#) Subject Area

[Suspect/Counterfeit Items](#) Subject Area

[Training and Qualifications](#) Web Site

[Work Planning and Control for Experiments and Operations](#) Subject Area

## Standards of Performance

All staff and guests shall exercise effective stewardship of assets in their custody and control, and shall take reasonable actions to safeguard all assets against theft, loss, misuse, and disruption

All staff and guests shall assure that only appropriately authorized individuals have access to facilities, information, resources, and assets.

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All staff shall maintain records necessary to substantiate results and processes of research, operational, or administrative activities; protect records from loss or damage; refer requests from non-BNL staff through proper channels; and retire records to approved record storage areas.

All staff shall clearly and completely specify appropriate requirements for purchased goods and services consistent with project needs.

All staff and guests shall appropriately protect accountable materials, classified matter, sensitive information, resources, and assets.

## Management System

This subject area belongs to the **Acquisition Management** management system.


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## Introduction: Credit Cards, Procurement

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

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This subject area provides procedures for obtaining and using Laboratory credit cards; documenting and reconciling statements; resolving disputes; reviewing transactions; suspending or terminating cards; and lost or stolen cards.

Fixed-price commercial items, other than those specifically excluded, may be purchased directly by authorized Department/Division cardholders under the Laboratory's Credit Card Program. Each card has a maximum single transaction limit of \$2,500 and a maximum monthly cumulative transaction limit of \$10,000.

Only BNL employees may have a Laboratory credit card. Purchase cards are issued for official Laboratory business only. The purchase card can **never** be used for personal reasons. The cardholder's name is imprinted on the card; only the cardholder is authorized to use it. Use of the card cannot be delegated to anyone, including the cardholder's supervisor, staff or family members. The cardholder is responsible for safeguarding the card number and the card itself.

Intentional use of a card for other than official BNL business results in immediate cancellation of the card and possible disciplinary action. The cardholder may be held personally liable for unauthorized purchases.

Each cardholder has a designated approving official who must review and approve the cardholder's monthly statements for propriety and compliance with the Laboratory's credit card policies and procedures.

A designated program administrator within the Procurement and Property Management Division (PPM) provides daily oversight of the program for the Laboratory and is the main interface with the issuing bank. This includes the following:

- Training for cardholders and approving officials;
- Issuance and destruction of all cards;
- Notification of lost or stolen cards to the issuing bank;
- Assistance in resolving disputes between the issuing bank and a cardholder;
- A monthly program oversight review.

PPM is responsible for conducting monthly oversight reviews to ensure compliance with

policies and procedures and verify that program controls are effective.


The PPM Manager has authority to approve or deny a credit card application and to suspend or terminate a card for low-volume usage or misuse or abuse.

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Subject Area: **Credit Cards, Procurement**

# 1. Issuing Credit Cards

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

## Applicability

This information applies to all BNL staff who request BNL credit cards.

## Required Procedure

<b>Step 1</b>	<p>A Laboratory employee who has a legitimate business need requests a credit card by completing a <a href="#">BNL Credit Card Application</a>.</p> <ul style="list-style-type: none"> <li>• Credit cards cannot be issued to non-BNL staff.</li> <li>• A legitimate business need exists when the employee's job responsibilities directly include regularly obtaining the types of low-dollar commodity items that can be purchased with a credit card. In addition, anticipated usage must be sufficient to justify issuing a card; twenty-five transactions per year is the minimum.</li> <li>• A credit card cannot be used by anyone but the named cardholder; therefore, senior level staff who rely on subordinates to make purchases should not hold credit cards.</li> <li>• The maximum single transaction limit is \$2,500, and the maximum monthly transaction limit is \$10,000.</li> </ul> <p>Only complete applications that include a reasonable explanation of the employee's legitimate business need for a card will be approved.</p> <p><b>Note:</b> The total number of outstanding credit cards cannot exceed 10% of the Laboratory's population. Therefore, Departments/Divisions should consolidate card use to the maximum practicable extent. If the number of outstanding cards is at the maximum, a new card will not be issued unless the Department/Division indicates that it will cancel another card.</p>
<b>Step 2</b>	<p>The Applicant submits the completed application to the appropriate Level I or Level II Manager for approval.</p>

<b>Step 3</b>	The Level I or II Manager reviews the application, and if approved, fills in the requested single and monthly transaction limits, the pre-approval commodity authorization, the justification of need for the card, and the name of the proposed approving official on the form.
<b>Step 4</b>	The Level I or II Manager submits the approved application to the Procurement & Property Management (PPM) Manager for review and final approval.
<b>Step 5</b>	The PPM Manager forwards the approved application to the <a href="#">Credit Card Program Administrator</a> . If the application is denied, the PPM Manager returns it to the Level I or II Manager who submitted it with the reason for denial.
<b>Step 6</b>	<p>The Credit Card Program Administrator schedules the nominated cardholder for training. If the designated approving official has not been trained, the Credit Card Program Administrator schedules the designated Approving Official for training. See the <a href="#">Training and Qualifications</a> Web Site.</p> <p><b>Note:</b> All Approving Officials must complete training and execute an <a href="#">Approving Official Agreement</a>. A maximum number of seven cardholders can be assigned to any one approving official to ensure that control functions are effectively carried out.</p> <p>The card will not be issued until both the Cardholder and Approving Official attend training sessions.</p>
<b>Step 7</b>	<p>After completing training, the Cardholder executes a <a href="#">Cardholder Authorization Agreement</a>.</p> <p>This agreement provides pre-approval for purchase of specified categories of items with the card, the maximum single and monthly transaction limits, acknowledges understanding of the terms and conditions for use of the card, agreement to comply with them, and knowledge of the penalties for failure to do so. The Authorization Agreement must be countersigned by the Approving Official and the PPM Manager.</p>
<b>Step 8</b>	The Credit Card Program Administrator issues the card and a copy of the Cardholder Authorization Agreement to the Cardholder with a copy to the Approving Official.


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## 2. Using Credit Cards

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

### Applicability

This information applies to BNL staff who have BNL credit cards.

### Required Procedure

The Cardholder does the following:

<b>Step 1</b>	<p>Check the exhibit <a href="#">Restricted Items List</a> to ensure that the goods can be purchased with a credit card.</p> <p>Credit cards cannot be used to modify an existing purchase order. Additional items or materials that are integral to an existing purchase order must be handled by issuing a change order to the purchase order.</p> <p>If the transaction amount is &gt; \$2,500, the goods cannot be purchased with a credit card. Splitting transactions to meet this requirement is <b>strictly prohibited</b> and constitutes an ethical violation for which a cardholder can be disciplined.</p>
<b>Step 2</b>	<p>See if the goods have a required or preferred source of supply. Check the <a href="#">Electronic Shopping Mall</a> Web Site and the <a href="#">Integrated Contractor Purchasing Team (ICPT)</a> Web Site. If not, attempt to select a merchant that is a small business.</p> <p><b>Note:</b> Small, small disadvantaged, women-owned small businesses, HUBZone businesses, and veteran-owned and disabled veteran-owned small business must be provided the maximum practicable opportunity to provide materials, supplies, and services. As such, card purchases should be made from these concerns whenever practical.</p>
<b>Step 3</b>	<p>Ensure the goods meet EPA and prime contract requirements for purchasing goods with recycled content. See the section <a href="#">Purchasing Products with Recycled</a></p>

	<a href="#">Content</a> in the <a href="#">Pollution Prevention and Waste Minimization</a> Subject Area.
<b>Step 4</b>	<p>Contact the merchant by phone, fax, or on-line and identify yourself as a BNL employee who is making a purchase with a BNL purchase card.</p> <ul style="list-style-type: none"> <li>• Indicate the purchase is exempt from New York State Sales Tax. Brookhaven's Tax Exempt ID # is EX-216880;</li> <li>• Find out if the merchant offers GSA pricing or other discounts for Government-funded purchases;</li> <li>• Ascertain the total price, including freight and the expected shipping date.</li> </ul> <p><b>Note:</b> Because BSA is exempt from NYS Sales Tax, this is an unallowable cost under BSA's prime contract and cannot be paid with government funds.</p>
<b>Step 5</b>	<p>If the price is fair and reasonable, place the order, and advise the merchant not to process the transaction until the goods are shipped.</p> <p><b>Note:</b> Cardholders are not required to obtain competition; however, cardholders must obtain fair and reasonable prices at all times. Determining such a price may be based on current price lists, catalogs, advertisements, value analysis, or the cardholder's personal knowledge of the item being purchased.</p>
<b>Step 6</b>	<p>Instruct the merchant to deliver the goods to Building 100 (Receiving) with the cardholder's name and work location clearly indicated on the package label. The <b>only exceptions</b> to this policy are premium shipments and purchased materials for approved satellite receiving locations: buildings 452, 510, 725, and 918.</p> <p><b>Note:</b> The Laboratory's collective bargaining agreement requires that a Laboratory driver pick up goods from off-site unless the requestor's technical expertise is required to physically evaluate the goods before purchase. Therefore, direct over-the-counter purchases should be avoided unless they meet this requirement.</p>
<b>Step 7</b>	<p>Ensure the following:</p> <ul style="list-style-type: none"> <li>• The merchant provides an itemized shipping document that includes pricing or an itemized invoice. If this is an on-line purchase, print a confirmation copy of the order;</li> <li>• The purchase is charged to the appropriate internal BNL project;</li> <li>• When the goods arrive, that they are delivered as ordered, at the agreed price.</li> </ul> <p><b>Note:</b> Each card is coded for a specific internal Laboratory project as requested by the Level II Manager at the time the card is issued. If the Cardholder intends to charge a purchase to a different internal project, he/she must change the project number on-line at the <a href="#">PaymentNet</a> Web site before the monthly reconciliation date (23rd of the month) or the purchase will be charged to the project associated with the card. The Cardholder is responsible for charging only those internal projects for which he/she has authorization and within authorized dollar limits.</p>

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## References

[Electronic Shopping Mall](#) Web Site

[Integrated Contractor Purchasing Team \(ICPT\)](#) Web Site

[Paymentnet](#) Web site


[Pollution Prevention and Waste Minimization](#) Subject Area

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### 3. Documenting and Reconciling Credit Card Statements

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

#### Applicability

This information applies to BNL staff who have BNL credit cards and approving officials who review and approve cardholder statements.

#### Required Procedure

<b>Step 1</b>	The Cardholder obtains documentation to support each transaction made with a credit card, including purchases and credits.
<b>Step 2</b>	<p>The Cardholder acknowledges receipt of the item(s) by annotating the invoice with the delivery date and the cardholder's initials. For partial deliveries, the annotations must indicate date of receipt for each item.</p> <p>An itemized vendor invoice listing the name of the vendor, transaction date, item (s) purchased, and pricing for each is required. If the specific nature of the item is not readily apparent from the item description(s) on the vendor invoice, e.g., a part number without description, the cardholder must annotate the invoice with a short description for each item. A packing slip or printed order confirmation for internet orders is acceptable instead of an invoice, provided that it contains all required information, including line item prices.</p>
<b>Step 3</b>	The Cardholder reconciles the monthly statement of transactions provided by the bank with the invoice or packing slip within 15 days of receiving the statement. The amount for each transaction shown on the statement must match the amount shown on the supporting documentation.
<b>Step 4</b>	The Cardholder submits the reconciled monthly statement of transactions and all supporting documentation to their approving official within 15 days of receipt.

<b>Step 5</b>	<p>The Approving Official</p> <ul style="list-style-type: none"> <li>Reviews the cardholder statement and supporting documentation for each transaction for propriety and compliance with the Laboratory's credit card policies and procedures within 15 days of receipt from the Cardholder. The review of each transaction on the statement focuses on the following: <ul style="list-style-type: none"> <li>Each transaction was necessary and appropriate for the cardholder's job responsibilities;</li> <li>Each transaction was in accordance with the cardholder's pre-approval authorization;</li> <li>Required supporting documentation is provided;</li> <li>Items were actually received;</li> <li>Prices paid were fair and reasonable;</li> <li>Items were allowable and not prohibited from purchase with a credit card;</li> <li>Transactions were not deliberately split into multiple transactions to keep within the individual transaction limit of the card;</li> <li>New York State sales tax was not paid;</li> <li>Returns/adjustments are properly documented and credited;</li> <li>Dispute form is filed with the bank (if applicable).</li> </ul> </li> <li>Grants approval by signing and dating the cardholder statement.</li> </ul> <p><b>Note:</b> The designated Approving Official may nominate an alternate Approving Official (other than the Cardholder) to act during periods of absence from the Laboratory, provided that the nominated alternate approving official has completed training.</p>
<b>Step 6</b>	<p>The Approving Official ensures that any identified deficiencies are corrected before approving the statement. This includes the following:</p> <ul style="list-style-type: none"> <li>Requiring the Cardholder to obtain missing documentation;</li> <li>Obtaining either a credit, refund, or charging a BSA account for NYS sales tax paid.</li> </ul>
<b>Step 7</b>	<p>The Approving Official informs the Cardholder's Supervisor and the <a href="#">Credit Card Program Administrator</a> of violations of the Laboratory's credit card policies and procedures that are discovered in the review and how they were resolved.</p> <p><b>Note:</b> In the event such misuse constitutes waste, fraud or abuse under applicable DOE contractor policies and procedures, Procurement and Property Management will inform legal counsel, Internal Audit and DOE.</p>
<b>Step 8</b>	<p>The Cardholder maintains the monthly statements and supporting documentation. Alternatively, Departments/Divisions may designate the Approving Official or a single responsible individual to maintain these records in a central location to ensure that documentation is available for oversight reviews and audits by internal or external personnel.</p> <p>Copies of the monthly statements and supporting documentation used to reconcile the statement must be retained for three years in accordance with records management requirements. See the <a href="#">Records Management</a> Subject Area for more information</p>

For more information:

**Note:** Level II Managers are responsible for designating a responsible individual to maintain the records of any Cardholder who leaves the Laboratory or transfers to another internal organization.

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[Records Management](#) Subject Area

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## 4. Resolving Credit Card Disputes

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

### Applicability

This information applies to BNL staff resolving disputes with BNL credit cards.

### Required Procedure

The cardholder does the following:

<b>Step 1</b>	Notify the merchant when there is an issue with the goods received or billing, e.g., goods arrive damaged, goods delivered are not what was ordered, billing is incorrect, charge appears on statement for undelivered goods.
<b>Step 2</b>	Obtain replacement goods or a credit and document the issue and result, including the merchant's contact name. If goods are being returned, obtain instructions from the merchant.
<b>Step 3</b>	Ensure that credits are properly reflected on the monthly statement and files backup documentation with the statement.
<b>Step 4</b>	If the issue cannot be satisfactorily resolved with the merchant, notify the <a href="#">Credit Card Program Administrator</a> in writing (e-mail is sufficient).
<b>Step 5</b>	Complete the Dispute Form located on the <a href="#">PaymentNet</a> Web site and e-mail it to Chase.  Disputes must be filed within 60 days from the date of the credit card charge. The disputed charge is suspended while the issue is being resolved.

### References

[PaymentNet](#) Web site


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## 5. Reviewing Credit Card Transactions

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

### Applicability

This information applies to BNL staff who conduct monthly reviews of BNL credit card transactions.

### Required Procedure

<b>Step 1</b>	<p>The <a href="#">Credit Card Program Administrator</a> conducts a monthly oversight review of credit card transactions by reviewing</p> <ul style="list-style-type: none"> <li>• A statistical sample of credit card transactions from the prior month;</li> <li>• All credit card transactions made by 5 different selected credit cardholders during the prior month;</li> <li>• A report of all transactions for the prior month sorted by vendor with a secondary sort by cardholder.</li> </ul> <p>See the exhibit <a href="#">Credit Card Oversight Program</a>, including the review protocol for more information.</p>
<b>Step 2</b>	<p>The Credit Card Program Administrator requests required documentation from the selected Cardholders and Approving Officials and schedules a review appointment, if needed.</p>
<b>Step 3</b>	<p>Cardholders and Approving Officials provide all documentation requested by the Credit Card Program Administrator to support transactions within three days from receipt of the administrator's request.</p>
<b>Step 4</b>	<p>The Credit Card Program Administrator prepares and submits a monthly oversight review report to the Property and Procurement Management (PPM) Manager, Assistant Laboratory Director for Finance and Administration, and the Level II Manager and Administrator of reviewed cardholders' organizations.</p>


	<p>Manager and Administrator of reviewed cardholders' organizations.</p> <p>All instances of improper card use are fully documented in the report.</p>
<b>Step 5</b>	The Credit Card Program Administrator follows up to ensure all identified issues are resolved, e.g., improperly charged NYS sales tax is credited or charged to a BSA account.
<b>Step 6</b>	<p>The PPM Manager decides whether to withdraw delegation of authority if misuse or abuse is detected. All instances of credit card misuse or abuse are reported to the Cardholder's Supervisor and Level II Manager for consideration in the employee's performance appraisal.</p> <p>Credit card misuse or abuse will result in the following:</p> <ul style="list-style-type: none"> <li>• Violation of the Laboratory's credit card policies and procedures, such as failing to maintain adequate documentation for purchases, or failing to safeguard the card will result in a penalty ranging from a written warning to suspension or cancellation of the individual's credit card, depending on the severity of the violation, intent, and the individual's credit card history;</li> <li>• Intentional use of the credit card for non-BNL purposes or intentional major violation of the Laboratory's credit card policies and procedures will subject the cardholder to the Laboratory's disciplinary policy, resulting in possible suspension or termination. If required, the Cardholder's Level II Manager will take such action after consultation with legal counsel and the Human Resources Division. The Level II Manager will notify the PPM manager of the action taken.</li> </ul>
<b>Step 7</b>	The Credit Card Program Administrator reviews cardholder-usage patterns semi-annually to evaluate the continuing need for outstanding cards. Submit the evaluation and recommendations to the PPM Manager.
<b>Step 8</b>	<p>The PPM Manager notifies Level II Managers of all cards in their organizations that are recommended for cancellation.</p> <p><b>Note:</b> Level II Managers may submit justification for continuation of specific cards for the PPM Manager's approval. The PPM Manager has discretion to terminate a card for low-volume usage.</p>
<b>Step 9</b>	The Credit Card Program Administrator cancels cards recommended for cancellation and notifies the Cardholder of cancellation.

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## 6. Suspending or Terminating Credit Cards

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

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### Applicability

This information applies to BNL staff who suspend BNL credit cards and BNL credit cardholders who transfer positions or terminate employment.

### Required Procedure

Suspending or Terminating Credit Cards contains two subsections:

[6.1 Suspending Credit Cards](#)

[6.2 Terminating Credit Cards](#)

### 6.1 Suspending Credit Cards

<b>Step 1</b>	The Procurement and Property Management (PPM) Manager decides whether to suspend credit cards when misuse or abuse is detected during oversight reviews, or through other means. See the section <a href="#">Reviewing Credit Card Transactions</a> for information.
<b>Step 2</b>	The <a href="#">Credit Card Program Administrator</a> notifies the Cardholder, Approving Official, and Level II Manager that the card is suspended, the suspension period, and the reason for the suspension.
<b>Step 3</b>	If the Level II Manager wants the card reinstated at the end of the suspension period, the Level II Manager must submit a written request and justification to the PPM Manager for approval.
<b>Step 4</b>	On approval from the PPM Manager, the Credit Card Program Administrator schedules the Cardholder for training and prepares a new <a href="#">Cardholder Authorization Agreement</a> for execution by the Cardholder, Approving Official, and the PPM Manager.

<b>Step 5</b>	On completion of training and execution of the Cardholder Authorization Agreement, the Credit Card Program Administrator reactivates the card.
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## 6.2 Terminating Credit Cards


<b>Step 1</b>	<p>A Cardholder who transfers positions within the Laboratory or terminates employment for any reason must immediately notify the Approving Official and the <a href="#">Credit Card Program Administrator</a>.</p> <p>An Approving Official who transfers positions within the Laboratory or terminates employment must inform the Credit Card Program Administrator, who will ensure that another Approving Official is appointed for the affected cardholders.</p>
<b>Step 2</b>	The Credit Card Program Administrator cancels the card with the issuing bank.
<b>Step 3</b>	The Approving Official ensures the card is destroyed.
<b>Step 4</b>	The Credit Card Program Administrator coordinates with the Human Resources Records Office to ensure that transferring or terminating cardholders have given required notification.

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## 7. Lost or Stolen Credit Cards

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

### Applicability

This information applies to BNL staff whose BNL credit cards are lost or stolen.

### Required Procedure

<b>Step 1</b>	The Cardholder must immediately notify the <a href="#">Credit Card Program Administrator</a> if the card is physically lost or stolen, or if the card number is co-opted by a third party. Notification should include the card number, cardholder's complete name, date of the loss, and a description of any purchases made on or after the day the card was lost or stolen.
<b>Step 2</b>	The Credit Card Program Administrator immediately notifies the issuing bank and has the card canceled. A new card will be issued.
<b>Step 3</b>	If the card or card number have been stolen, the Credit Card Program Administrator notifies the Safeguards and Security Division.

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Subject Area: **Credit Cards, Procurement**

## Credit Card Oversight Program

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

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The Credit Card Oversight Program is provided as a [Word](#) file.

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1.0-032004/standard/2k/2k06e011.htm

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## CREDIT CARD OVERSIGHT PROGRAM

Since the Credit Card Program involves delegation of procurement authority to non-procurement personnel, proper controls are essential to ensure that the program's integrity is maintained. Therefore, Procurement and Property Management (PPM) will conduct monthly oversight activities of credit card transactions to determine compliance with Laboratory policies and procedures.

	DATE	INITIAL
<p><b>Objectives:</b></p> <p>The following objectives have been established for monthly oversight activities:</p> <ol style="list-style-type: none"> <li>1. To determine if cardholders are in compliance with established policies and procedures</li> <li>2. To determine if the credit card transactions reviewed are allowable in accordance with the DOE Prime Contract and applicable cost principles.</li> <li>3. To identify Department/Division internal procedures that implement best commercial practices for managing the credit card program and publicize these procedures for consideration by other Departments/Divisions.</li> </ol> <p><b>Scope:</b></p> <p>The Credit Card Program Administrator (PA) will conduct oversight reviews monthly.</p> <p>Based on the objectives outlined above, the PA will conduct each oversight review by</p> <ul style="list-style-type: none"> <li>• Reviewing a statistical sample of credit card transactions from the prior month.</li> <li>• Reviewing all credit card transactions made by 5 different selected credit cardholders during the prior month.</li> <li>• Reviewing a report of all transactions for the prior month sorted by vendor with a secondary sort by cardholder.</li> </ul> <p>In performing this function to the extent applicable, the PA will consider the following:</p> <ul style="list-style-type: none"> <li>• Reliability &amp; Integrity of Information</li> </ul>		



	DATE	INITIAL
<ul style="list-style-type: none"> <li>• Compliance with Policies and Procedures</li> <li>• Safeguarding of Assets</li> <li>• Economical and Efficient Use of Resources</li> <li>• Accomplishment of the Credit Card Program's Established Objectives and Goals</li> </ul> <p>The PA will also conduct semi-annual oversight of approving official reviews by selecting five approving officials and reviewing a sample of statements reviewed.</p> <p><b>Review Procedure:</b></p> <p><b>Random Transaction Sample</b></p> <ol style="list-style-type: none"> <li>1. Select a sample of transactions from the prior month for testing using random selection software.</li> <li>2. For each sample selection produced by the application, examine and/or document the following: <ol style="list-style-type: none"> <li>A. A copy of the purchase specific documentation used to reconcile the monthly statement (invoice, packing slip, etc.)</li> <li>B. Whether the order was for a non-stock or out-of-stock commodity item not on the list of restricted items.</li> <li>C. That the cardholder had the authority to charge the project/activity used for the purchase.</li> <li>D. That the cost for the item is allowable under BNL's DOE prime contract.</li> <li>E. Whether a fair and reasonable price was obtained.</li> <li>F. Whether the purchase was exempt from Sales Tax.</li> <li>G. Whether the purchase was from a small, small disadvantaged, woman owned small business, HUBZone business or veteran owned small business.</li> <li>H. Whether the item qualified under BNL's policy as an environmentally preferable or recycled product.</li> <li>I. Whether the documentation provides support that the item was actually received.</li> <li>J. If the item was returned or any adjustment was made to the charge, a copy of all relevant documentation, including a copy of the credit issued.</li> </ol> </li> </ol>		

	DATE	INITIAL
<p><b>Cardholder Transaction Review</b></p> <ol style="list-style-type: none"> <li>1. Select 5 cardholders at random. This selection will include cardholders who have not followed procedures as shown in prior reviews.</li> <li>2. For each cardholder selected, examine and/or document the following: <ol style="list-style-type: none"> <li>A. Monthly statement received from ChaseBank</li> <li>B. A copy of the purchase specific documentation for every transaction used to reconcile the monthly statement (invoice, packing slip, etc.)</li> <li>C. Whether the cardholder properly and timely reconciled the monthly statement.</li> <li>D. Whether each transaction was for a non-stock or out-of-stock commodity item not on the list of restricted items.</li> <li>E. Whether the cardholder split purchases into multiple transactions to keep an individual transaction within the single purchase limit of the card.</li> <li>F. That the cardholder had the authority to charge the project/activity used for each purchase.</li> <li>G. That the cost for each item is allowable under BNL's DOE prime contract.</li> <li>H. Whether a fair and reasonable price was obtained for each transaction.</li> <li>I. Whether each purchase was exempt from Sales Tax.</li> <li>J. Whether the cardholder made purchases from a small, small disadvantaged, woman owned small business, HUBZone business or veteran owned small business.</li> <li>K. Whether any of the items purchased qualified under BNL's policy as an environmentally preferable or recycled product.</li> <li>L. Whether the documentation provides support that the item was actually received.</li> <li>M. If any item was returned or any adjustment was made to the charge, a copy of all relevant documentation, including a copy of the credit issued.</li> <li>N. Whether there is evidence that the approving official reviewed and approved the statement.</li> </ol> </li> </ol>		

	DATE	INITIAL
<p><b>Vendor/Cardholder Review</b></p> <ol style="list-style-type: none"> <li>1. Obtain a report of all transactions for the prior month sorted by vendor with a secondary sort by cardholder.</li> <li>2. Review the report to identify vendors where purchases could be suspect, i.e., of a personal nature unallowable, or on the restricted list.</li> <li>3. For each identified vendor, examine and/or document the following for every transaction: <ol style="list-style-type: none"> <li>A. A copy of the purchase specific documentation for every transaction (invoice, packing slip, etc.)</li> <li>B. Whether each transaction was for a non-stock or out-of-stock commodity item not on the list of restricted items.</li> <li>C. Whether the cardholder split purchases into multiple transactions to keep an individual transaction within the single purchase limit of the card.</li> <li>D. That the cost for each item is allowable under BNL's DOE prime contract.</li> </ol> </li> </ol> <p><b>Approving Official Review (Semi-annual)</b></p> <p>Select two approving officials and review their approval process to ensure that they focused on the following:</p> <ol style="list-style-type: none"> <li>A. Each transaction was necessary and appropriate for the cardholder's job responsibilities.</li> <li>B. Each transaction was in accordance with the cardholder's pre-approval authorization.</li> <li>C. Required supporting documentation is provided.</li> <li>D. Items were actually received.</li> <li>E. Prices paid were reasonable.</li> <li>F. Items were allowable and not prohibited from purchase with a credit card.</li> <li>G. Transactions were not deliberately split into multiple transactions to keep within the individual transaction limit of the card.</li> <li>H. New York State sales tax was not paid.</li> <li>I. Returns/adjustments are properly documented and credited.</li> <li>J. Dispute form is filed with the bank (if applicable).</li> </ol> <p><b>All Reviews</b></p> <p>Look for the following when conducting all types of reviews:</p> <ol style="list-style-type: none"> <li>A. Individual cardholders are safeguarding their cards and account</li> </ol>		

	DATE	INITIAL
<p>numbers and not permitting other individuals to use their cards.</p> <p>B. Cardholders who transfer positions within the Laboratory or terminate employment have notified the Program Administrator.</p> <p>C. Departments/Divisions have established appropriate internal procedures for managing the credit card program using best commercial practices.</p> <p><b>Reporting and Closure:</b></p> <p>After completion of the above reviews each month, perform the following activities:</p> <ol style="list-style-type: none"> <li>1. Summarize activities conducted and any findings or observations.</li> <li>2. Evaluate the sample results to identify any questioned costs.</li> <li>3. Complete work papers as need and submit work papers to supervisor for review.</li> <li>4. Discuss findings with the cardholders' supervisors and Department/Division administrators, and PPM management as required.</li> <li>5. Prepare a detailed report.</li> <li>6. Issue the monthly report to supervisor, PPM manager, the ALD for Finance &amp; Administration, and Internal Audit.</li> <li>7. Prepare "lessons learned" and distribute to all cardholders, department/division administrators and Level II Managers.</li> <li>8. The PPM manager will take actions commensurate with acts of non-compliance, if any, in accordance with the Interim Procedure.</li> </ol>		

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## Restricted Items List

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)

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The Restricted Items List is provided as a [PDF](#) file.

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## RESTRICTED ITEMS LIST

The following **CANNOT** be purchased with a credit card:

- **Any item (or service) classified as having a Moderate (A2) to High (A1) ESH&Q or Programmatic Risk Level.** See the exhibit [Screening Guidelines for Work Planning & Control and Application of the Quality Graded Approach](#) in [the Work Planning and Control for Experiments and Operations](#) Subject Area
- Advertising and Public Relations\*
- Air Conditioners
- Alcoholic Beverages\*
- Books and Publications (except computer books)
- Business Cards\*
- Cash Advances
- Chemicals and Hazardous Materials
- Contributions and Donations\*
- Drugs (prescription or over-the-counter such as aspirin, etc.)
- Entertainment & Related Expenses\* (meals, gratuities, tickets to shows or sporting events)
- Equipment (capital and sensitive items; these must be tagged):
  - Cameras (including digital, TV, video, motion picture and Polaroid)
  - Compact Disc Players
  - Computers (including PCs and workstations)
  - DVD Players
  - Fax Machines
  - Personal Data Assistants
  - Printers
  - Projectors
  - Radios (two-way) and Radio Support Equipment
  - Scanners
  - Televisions and TV Receivers/Monitors
  - Video Projectors
  - Video Recorders, Players, and Cameras
- Fines, penalties, and interest\*
- Food\* (coffee, pastries, meals, etc.)
- Foreign Transactions
- Freight/Shipping Charges (billed separately)
- Gases (industrial and specialty)
- Gasoline
- High Strength Fasteners/Bolts (Grade 5 & 8) (See the [Suspect Bolt Head Marking Card](#) exhibit in the [Suspect/Counterfeit Items](#) Subject Area) and assemblies that contain these fasteners/bolts such as ratchet strap assemblies
- Strength Fasteners such as ratchet strap assemblies)

- Holiday Decorations\*
- Insurance\*
- Kitchen appliances (for non-scientific use)\*
- License agreements that require signature (non-shrink-wrap)
- Memberships in trade, business, civic and professional organizations\*
- Mercury Thermometers
- Paper Goods (including plates, napkins, cups, etc.)\*
- Personal Items (tissues, etc.)\*
- Personal Protective Equipment (PPE) (the following items ONLY)
  - **PRESCRIPTION** Safety glasses (**must be obtained through PPM**)
  - Safety Shoes (**must be obtained through PPM**)
  - Fall protection harnesses, lines, and accessories
  - Respiratory Protection Supplied Air compressor, masks, fittings, lines, air quality monitoring components, and accessories
  - Grade D Breathing Air cylinders
  - Respiratory protection face pieces and hoods
  - Electrical Flash suits
  - Level A chemical protective suits
- Postage
- Precious Metals (gold, silver, platinum, rhodium, palladium, iridium, and osmium)
- Printing (must be done through Government Printing Office)
- Promotional items (e.g., key chains, t-shirts, caps, pens)
- Rentals
- Services, including
  - Calibration of measurement and test equipment
  - Construction
  - Machine shop fabrications
  - On-site repairs
  - Personal/consultant services
  - Service and maintenance contracts
  - Vehicle service, including towing
- Space heaters (requires Plant Engineering approval)
- Subscriptions
- Travel and Transportation Expenses (including airline tickets, lodging, transportation, and car rentals)
- Telecommunication Services & Expenses
- Water Coolers (requires Director's Office approval)

\* These items are unallowable under BSA's prime contract; therefore, they cannot be purchased with government funds.

## **APPROVING OFFICIAL AGREEMENT FOR THE BNL CREDIT CARD**

I \_\_\_\_\_ hereby accept responsibility as an Approving Official for the BNL credit cardholders who are assigned to me and agree to ensure that these cardholders comply with the Laboratory's policies and procedures for use of the card.

1. I have completed training and am aware of the Laboratory's credit card policies and procedures.
2. I agree to review each cardholder's monthly statement of transactions and supporting documentation for each transaction for propriety and compliance with the Laboratory's credit card policies and procedures within 15 days of receipt from the cardholder. This review will focus on the following:
  - Each transaction was necessary and appropriate for the cardholder's job responsibilities
  - Each transaction was in accordance with the cardholder's pre-approval authorization
  - Required supporting documentation is provided
  - Items were actually received
  - Prices paid were reasonable
  - Items were allowable and not prohibited from purchase with a credit card
  - Transactions were not deliberately split into multiple transactions to keep within the individual transaction limit of the card
  - New York State sales tax was not paid
  - Returns/adjustments are properly documented and credited
  - Disputes forms filed (if applicable)
3. I will ensure that any identified deficiencies are corrected prior to approving the statement and will inform the cardholder's supervisor and the PPM credit card administrator of violations of the Laboratory's credit card policies and procedures that are discovered in the review process and how they were resolved.
4. If designated by my Level II manager to do so, I will maintain the monthly statements and supporting documentation for each cardholder to ensure that this data is available for oversight reviews and audits by internal or external personnel unless my department has designated another responsible individual to maintain these records in a central file.
5. I will promptly provide all documentation requested by the program administrator or auditor.
6. I will ensure that an alternate approving official (other than the cardholder), who has completed training, is nominated to act during periods of my absence from the Laboratory.



7. If I transfer positions within the Laboratory or terminate my employment I will inform the program administrator so that another approving official can be appointed for the affected cardholders.
8. I agree to notify the program administrator if my BNL address changes.

\_\_\_\_\_  
Approving Official Name (Type or Print)/Date

\_\_\_\_\_  
Life Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department Division

\_\_\_\_\_  
Training Date

Approved: \_\_\_\_\_  
PPM Manager /Date

**BROOKHAVEN NATIONAL LABORATORY  
CREDIT CARD APPLICATION**

Please initiate the appropriate paperwork to issue a Laboratory Credit Card to:

Name: \_\_\_\_\_ Department Code: \_\_\_\_\_

Life No: \_\_\_\_\_ Building No: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Card Information:**

Default Account Number:	Single Transaction Limit: \$ _____
Project: _____	(\$2,500 Maximum)
Activity: _____	Monthly Transaction Limit: \$ _____
	(\$10,000 Maximum)

**Commodities Authorization:**

- ☐ All allowable items not contained on the restricted list: \_\_\_\_\_
- \_\_\_\_\_
- ☐ Limited to the following commodities: \_\_\_\_\_
- \_\_\_\_\_
- ☐ Special authorization for the following commodities: (must be included in justification below)
- \_\_\_\_\_

Justification of Need for Card and Commodities Authorization: (required for all cardholders)

\_\_\_\_\_

\_\_\_\_\_

Approving Official: \_\_\_\_\_

Name	Life No.	Bldg.	Ext.	Email Address
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**Note:** Requests will not be processed without approvals.

Approved: Level II Manager

PPM Division

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mary-Faith Healey

\_\_\_\_\_  
Department

\_\_\_\_\_  
PPM Division Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Mail all requests to Mary-Faith Healey, Building 355

**CARDHOLDER AUTHORIZATION AGREEMENT  
FOR THE BNL BANKCARD**

I \_\_\_\_\_ hereby accept a BNL Bankcard, which will only be used to acquire for Brookhaven National Laboratory (BNL) authorized materials and supplies not to exceed **\$00.00** per action. As a Cardmember, I agree to comply with the following terms and conditions regarding my use of the Bankcard.

1. I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of BNL and will strive to obtain the best value for BNL.
2. I understand and agree that my procurement delegation is limited to the categories authorized and approved on the attached *Credit Card Application* Form.
3. I understand that BNL is liable to the JPMorgan Chase Bank for all charges made on the Card.
4. I agree to use the Bankcard for authorized official business purchases only and agree not to charge personal purchases. While such purchases are prohibited, I agree that I will be personally liable for costs resulting from such unauthorized personal purchases. Such purchases constitute an advance of my wages and I expressly authorize BNL to deduct costs from my wages.
5. I will be responsible for each order processed to ensure delivery of acceptable materials, timely reconciliation of the monthly purchasing card statements, and payment ratification. I understand that BNL will audit the use of the Bankcard and report and take appropriate action on any discrepancies.
6. I will follow the established procedures for use of the Bankcard. Failure to do so may result in revocation of my use privileges and other disciplinary actions, including termination of employment.
7. I have been given a copy of the BNL Purchasing Card Program procedures and understand the requirements for use of the Bankcard.
8. I agree to return the Bankcard immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my organization code to likewise change, I also agree to return my Bankcard and arrange for a new one, if appropriate.
9. I agree to notify the BNL Purchasing Card Program Administrator if my BNL address changes.
10. If the Bankcard is lost or stolen, I agree to notify the BNL Purchasing Card Program Administrator immediately.

\_\_\_\_\_  
Cardholder Name (Type or Print)/Date

\_\_\_\_\_  
Life Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/ Division


\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Training Date

Approved:

\_\_\_\_\_  
PPM Manager /Date



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## Definitions: Credit Cards, Procurement

Effective Date: **March 2004**

Point of Contact: [Credit Card Program Administrator](#)


Term	Definition
Approving Official (AO)	An individual who has one or more credit cardholders under his/her purview. The AO is responsible for reconciling each of his/her cardholder's statements and verifying that all transactions were made for necessary purchases in accordance with BNL policy.
ICPT (Integrated Contractor Procurement Team) Sources	Competitively awarded contracts for supplies and services issued by DOE Management & Operating Contractors for use by other prime contractors within the DOE complex.

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## Revision History: Credit Cards, Procurement

Point of Contact: [Credit Card Program Administrator](#)

### Revision History of this Subject Area

Date	Description	Management System
March 2004	<p>This subject area contains procedures for obtaining and using Laboratory credit cards; documenting and reconciling statements; resolving disputes; reviewing transactions; suspending or terminating cards; and lost or stolen cards.</p> <p>This subject area replaces the Credit Card Program Interim Procedure.</p>	Acquisition Management

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